



South Carolina Department of Health
and Environmental Control

NOTICE

TO: Collegiate Recycling Grant Applicants

FROM: Tina Lindler
Office of Solid Waste Reduction and Recycling

RE: FY2005 Collegiate Recycling Grant Applications

The Collegiate Recycling Grant is a competitive grant program that allocates grant funds to public and private colleges and universities. All projects must directly promote the success of solid waste reduction and recycling. Funds must be used for equipment, supplies or educational material for new recycling programs or to add to existing programs. Budgets for proposed projects may not exceed \$7,500.

Priority will be given to any public or private college, university or technical college that have not received a grant from the Office of Solid Waste Reduction and Recycling within the last two (2) fiscal years (FY2003).

You may submit your application by e-mail to lindleic@dhec.sc.gov by downloading and completing the information using Microsoft Word or Word Perfect.

You may also submit the application by mail to the following address:

Tina Lindler
SC DHEC
Office of Solid Waste Reduction and Recycling
2600 Bull St.
Columbia, SC 29201

Grant applications will be accepted no later than Friday, September 17, 2004.
Grants will be awarded in the fall of 2004.

Thank you for your interest in the Collegiate Recycling Grant Program. If you have any questions or comments about the application or guidelines, please e-mail me at lindleic@dhec.sc.gov or you may call me at (803) 896-4235.

FY2005 COLLEGIATE RECYCLING GRANT

The Collegiate Recycling Grant is a competitive grant program that allocates grant funds to public and private colleges and universities. Funding for this program is made possible through the South Carolina Office of Solid Waste Reduction and Recycling. These are classified as state funds. Specifically, funds for the Collegiate Recycling Grant Program come from the petroleum sub-fund.

It is not the intent of the Collegiate Recycling Grant Program to pay recurring expenses. Therefore, the Collegiate Recycling Grant Program will pay for expenses to begin a new recycling program or add to an existing program. Additionally, all projects must include an educational component to promote the project for which grant funds are intended.

ELIGIBILITY

Priority will be given to any public or private college, university or technical college that have not received a grant from the Office of Solid Waste Reduction and Recycling within the last two (2) fiscal years (FY2003).

All eligible applications will be evaluated for funding. The grant year will run for twelve months from the time the grant award is made. Allowable costs may be charged to a grant agreement only during the fiscal year for which the grant was intended.

In order for applications to warrant review, the applicant must meet all mandatory requirements. Applications must be received by the Office of Solid Waste Reduction and Recycling **no later than Friday, September 17, 2004.**

GUIDELINES

1. Projects **MUST** directly promote the success of solid waste reduction or recycling.
2. Budgets for proposed projects may not exceed \$7,500.
3. Applicants must complete previously approved grant project or obtain extension from the Office.
4. Applicants must submit a complete application. This includes answering all questions and obtaining **ALL** appropriate signatures on the application. **INCOMPLETE** applications will not be considered for funding.
5. Applicants must include a used oil education component as part of the overall project.
6. Applicants must demonstrate the budget is appropriate for the project and **ALL** procurement policies have been followed. Please review the attached procurement guidelines.
7. Recycling demonstration projects **MUST** include an education program to promote the project.
8. Applicants should provide any descriptive language that may support the project, e.g., brochures demonstrating equipment, pictures, etc.
9. The state reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this proposal if it is in the best interest of the state to do so.

ITEMS THAT MAY BE REQUESTED

1. Books, software, videos, magazines and brochures, etc. must be solid waste or recycling oriented.
2. Equipment to support recycling programs (e.g., tiller, chipper/shredder, etc.) may be requested if significant justification is shown for the project.
3. The Recycling Coordinator may request up to \$500 to attend waste reduction/recycling seminars or conferences. Conferences must relate to recycling and source reduction issues and be pre-approved by the Office of Solid Waste Reduction and Recycling.
4. Contractual costs may be requested if it is a new project and documentation is provided on how the funding will continue beyond the grant year. EXAMPLE: A project that involves recycling office paper and a contract is needed to pick-up the paper on a monthly basis.
5. Promotion/publicity items may be requested to promote recycling programs. However, colleges and universities should consider using and/or adapting educational material developed by the Office of Solid Waste Reduction and Recycling. Much of the artwork, script, etc. is on disk and is available upon request. Pre-approval is required for publication. **The Office reserves the right to deny reimbursement for any material that has not been pre-approved.**
6. All composting projects MUST adhere to the attached guidelines.

THE FOLLOWING ITEMS ARE NOT ALLOWABLE UNDER THIS GRANT PROGRAM

1. Audiovisual equipment
2. Personnel (this includes graduate assistants and student workstudy interns)
3. Internet access charges
4. Telephone charges, etc.
5. Recurring costs, e.g., contractual expenses, leases, etc.
6. Food

METHOD OF PAYMENT

The method of payment will be on a reimbursement basis. Grantees will submit a reimbursement form (provided by the Office) along with copies of invoices related to expenditures. Reimbursements should not be requested until goods have been provided to the Grantee or until services are performed for the Grantee. Reimbursements may be made at any time during the grant year as requested by the Grantee.

However, upon approval by the Office of Solid Waste Reduction and Recycling, reimbursement may be requested prior to the expenditure IF payment presents a financial burden to the college or university. In such cases, a reimbursement form must be submitted along with a copy of the purchase order and a copy of the invoice will be sent to the Office upon receipt of goods or services by the grantee.

FY2005 COLLEGIATE RECYCLING GRANT APPLICATION

NECESSARY INFORMATION FOR GRANT APPLICATIONS: This information must be included on each application to be deemed complete. Each question **MUST** be answered and numbered.

TOTAL GRANT FUNDS REQUESTED: \$ _____

1. Name of College/University
2. Address of College/University
3. Federal Employer I.D. Number
4. Name of Authorized Representative
5. Telephone Number of Authorized Representative
6. Name of Finance Officer or Grant Administrator
7. Address of Finance Officer or Grant Administrator
8. Telephone Number of Finance Officer or Grant Administrator
9. Contact Person (person handling program on daily basis)
10. Address of Contact Person
11. Telephone Number of Contact Person
12. E-Mail Address
13. Address to which reimbursements should be mailed
14. In detail, describe the project for which grant funds are intended. This description must include the following information:
 - A. Detailed overview of the project
 - B. Anticipated outcome of the project
 - C. Describe all elements of the public education program and how the project will reach the college/university community
 - D. List the anticipated and available markets (names of vendors) or uses for the materials collected, e.g., paper, aluminum, plastic, etc.
 - E. The future of the program and anticipated funding source
 - F. Describe the current recycling efforts for your college/university
 - G. Provide a detailed timeline for the project
15. Explain the used oil education component of the project. Describe how this program will promote awareness for proper disposal of used oil.
16. Provide a detailed budget. List the items needed for this project and their costs. Costs must match project description. Budget must list "other funds" to be used towards the project.

I certify that I am familiar with the information pertained in the Collegiate Recycling Grant application, and that to the best of my knowledge and belief such information is true, accurate and complete.

Name of College or University

Signature of Authorized Representative

Date

Signature of Finance Officer or Grant Administrator

Date

Signature of Contact Person

Date

If application was submitted by e-mail, please provide the date: _____

*Applications may be mailed or e-mailed to the address below no later than **Friday, September 17, 2004**.
If E-mailing the application, then you **must** submit this signature page by mail.*

GRANT COORDINATOR: Tina F. Lindler, Environmental Health Manager

E-MAIL ADDRESS: lindleic@dhec.sc.gov

MAILING ADDRESS: SC DHEC
Office of Solid Waste Reduction and Recycling
2600 Bull Street
Columbia, South Carolina 29201

LOCATION: 8911 Farrow Road
Columbia, SC 29203

PHONE: (803) 896-4235 OR 1-800-768-7348

PROCUREMENT GUIDELINES

- A. All purchases of goods and services shall be made according to the established procurement policy of the Grantee, provided that its procurements conform with the South Carolina Procurement Code Guidelines. If the Grantee has no established procurement policy, it must follow the South Carolina Procurement Code Guidelines. The following guidelines are based on Section 11-35-1550 of the Code - Small Purchases. The Grantee's procurement policy may be reviewed to assure that it is as restrictive as these standards and that it provides fair and open competition.

Small purchases under \$25,000:

1. Up to \$1,500.00 - A single quote is acceptable if price is fair and reasonable.
2. \$1,501.00 to \$5,000.00 - Solicit verbal or written quotes from a minimum of three qualified sources. Document the solicitation of quotes.
3. \$5,000.00 to \$10,000.00 - Solicit written quotes from a minimum of three qualified sources. Document the solicitation of quotes.
4. \$10,001.00 to \$25,000.00 - Solicit in writing written quotes from a minimum of five qualified sources.

Purchases \$25,000 and over:

1. Prepare an invitation for bids and solicit competitive sealed bids.
 2. The invitation for bids must be issued by written notification of qualified sources on a bidders' list and by advertisement in a newspaper of general circulation in the state, a trade journal or *South Carolina Business Opportunities*, allowing a reasonable time prior to bid opening.
- B. Sole source justifications must be in writing and maintained with procurement documentation.
- C. All purchases of goods should give consideration to the purchase of recycled content products. When seeking bids or quotes for virgin material and recycled content material, a seven and one-half percent price preference is made by the State of South Carolina for the recycled content products. It is also possible to specify only recycled content products when obtaining bids or quotes.

SOLID WASTE COMPOSTING GUIDANCE FOR NON-REGULATED FACILITIES

Public and private schools, and other similar non-regulated facilities which compost solid waste or yard trash and land-clearing debris are currently exempted from permitting and registration requirements, **as long as the waste materials are generated on site and the compost product is utilized on site.** If any waste materials to be utilized in the composting mix are generated at other sites (students homes, etc.), permitting and compost product testing requirements may be applicable under the requirements of R.61-107.4 Solid Waste Management: Yard Trash and Land-Clearing Debris; and Compost, or R.61-107.6 Solid Waste Management: Solid Waste Processing Facilities.

The Department does recognize that even though permitting and testing requirements for the final product are not applicable to these facilities, certain risks are associated with composting facilities and should be addressed. All composting sites should have specific waste separation practices to ensure that unacceptable wastes are not allowed at the facility. These wastes may include such items as broken glass or other objects which may physically injure persons who work with the compost mix or the final product. Also, there are risks at all composting facilities associated with pathogens (both plant and animal) in the compost mix and compost product. Further, if the compost product is not fully cured, the product may re-heat and cause damage or death to plants grown in the product. For further information concerning risks associated with composting facilities, the Department recommends further reading from sources such as, but not limited to, The Biocycle Guide to the Art and Science of Composting which is edited by the staff of Biocycle magazine.

The Department recommends that schools and other non-regulated facilities which compost solid waste which may include wastes other than yard trash and land-clearing debris follow the following guidelines in order to minimize the risks. However, all risks can never be eliminated and all persons who may come into contact with the composting mix or the finished compost product should be notified of the potential risks.

1. Non-food inputs (yard trash and land-clearing debris) to the compost mix should be a minimum of 80% by volume of the total compost mix.
2. Non-food inputs to the compost mix should be available at all times.
3. Only food wastes generated on-site at the facility may be utilized in the compost mix.
4. Acceptable food wastes which may be incorporated into the compost mix should fall within the following parameters:

Food waste which may be composted are limited to uncooked fruit and vegetable matter, and bakery wastes generated in on site cafeterias. Also, coffee grounds, tea bags and egg shells generated on site may be utilized.

No dairy products and their derivatives, meat, bones, meat byproducts or grease are allowed.

No non-food matter (such as plastic bags and wrappings, ties and string) are allowed.

5. No food wastes should be left uncovered for more than two (2) hours.
6. Food wastes may be stored for a period not to exceed 24 hours of their receipt at the site in a closed, covered container that will control odors and prevent the attraction of birds, insects, rodents and other animal vectors.

7. In no case should food waste be allowed to remain on site for more than 24 hours before its incorporation into a working compost.
8. The compost pile should be operated in a manner to:
 - a. control odors
 - b. control vectors
 - c. control leachate and run-off from the compost
9. Compost should be turned sufficiently often to maintain aerobic conditions at all times throughout the compost pile.
10. In any event the processing of compostable waste shall begin within three (3) days of generation or that waste shall be properly disposed. If the waste to be utilized contains grass or grass clippings, processing of that waste shall begin within twenty-four (24) hours of generation, or that waste shall be properly disposed.
11. Waste to be utilized in the composting process should not be mixed with finished compost.
12. Open burning of solid waste should be prohibited at the site.
13. Worms can be added to the composting operation if the project is a planned vermicomposting operation.
14. If the site is at a school, plans should be made so that the composting operation is complete and all compost is properly disposed prior to the end of the school year.
15. Animal waste and/or bedding material that has been in contact with animal waste may not be added to the compost mixture.